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**Date:** January 30, 2018  
**To:** Mayor and Council  
**Author:** Ryan McLeod, CPA, CA  
**RE:** 2018 Draft Budget Amendments – No. 2  
**Report No.:** FS-2018-05

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## **AIM**

To provide council with a summary of changes to the 2018 draft budget since the initial budget meeting on January 16, 2018.

## **BACKGROUND**

The draft budget reflects management's best estimates based on the information available. Prior to the formal adoption of the budget, administration will propose changes to update the budget to reflect the most current information.

## **DISCUSSION**

Administration is proposing the following changes to the 2018 draft budget:

### General Administration

Salaries and benefits have been adjusted to reflect recent staff changes, resulting in a savings of \$24,618.

Professional Services – Legal / HR (01-112-099-60319) has been increased by \$8,500 to reflect recent developments in the ongoing part-time labour negotiations.

The Town currently rents a parking lot on Pearl St from E.L.K. Energy for \$5,400 per year. This expense has historically been coded to Equipment leases (01-112-099-60311) in the General Administration Budget. To more accurately assign costs to services, administration has transferred this expense to the Public Works department, under a new

line titled “Rent – Parking lot” (01-130-099-60329). As this is simply a reclassification, there is no budget impact.

#### Fire Department

Small capital (01-121-099-60358) has been increased by \$4,500 to replace a set of auto extrication cutters at the North Station. The existing tools were recently determined to be unrepairable. This is considered to be a critical piece of equipment for the Fire Department.

#### Public Works

The Drainage Superintendent Grant (01-130-058-40509) has been reduced by \$10,000 to more accurately reflect the maximum amount the Town is eligible to receive under this program.

#### 2017 Carry-over Projects

When the draft budget was prepared, Administration was aware that certain projects would carry-over from 2017, however, at that time it was difficult to estimate the amount to provide for in the 2018 budget. Now that almost all of the 2017 invoices have been received, Administration would like to update the following projects on the 2018 Capital Schedule.

Project #	Original Budget	Revised Budget	Funding Source	Impact of Change on Taxation
# 43 – CWATS Kings 13 B	\$ -	\$240,000	100% Reserves	\$0
# 52 – Arena Generator	\$118,000	\$38,000	\$15,000 – Res. \$23,000 –Tax	\$0
# 70 – Grovedale Design & Input	\$640,000	\$457,000	100% Reserves / Grant	\$0
# 77 (new) – D.C. Study (Completion)	\$ -	\$15,000	100% DC	\$0

#### BIA Budget

Administration received the BIA budget on January 24, 2018. Please refer to Appendix A for details. With the exception of the BIA’s grant requests, the BIA is funded through their own levy. This budget has no impact on general taxation.

## Grants & Donations

In accordance with Town Policy, the 2018 draft budget reflects a grants and donations budget of .5% of taxation or \$75,000. As of the date of this report, we have received grant requests totaling \$212,006. Please refer to Appendix B for an up-to-date Grant Request Listing. Please note that any grant awards in excess of the \$75,000 currently budgeted will increase taxation.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

The net impact of the proposed changes reduces the amount to be funded by taxation by \$1,618.

## **CONSULTATIONS**

Fire Department  
Municipal Services  
Parks & Recreation

## **RECOMMENDATION**

That council approve the proposed amendments to the General Administration, Fire and Public Works operating budgets.

That council approve the proposed amendments to the 2017 Carry-over projects.

That council receive the revised Grant Request schedule and BIA Budget for budget deliberations.

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Director of Financial Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer